



Policy: 2019016

Date in Effect: 08/01/2019

Latest Revision: 06/29/2019

WORKPLACE VIOLENCE POLICY

POLICY STATEMENT

It is the policy of the City of Findlay to adopt a "zero tolerance" attitude/position against threats, physical and psychological attacks, menacing and harassing behaviors in the workplace. Our goal is to prevent workplace violence of any kind; and to act swiftly and decisively if any such acts of violence occur. All City employees are responsible for promoting and maintaining a safe work environment. Any form of violence, whether actual or perceived, involving City Employee or occurring at a City workplace must be reported immediately.

The City of Findlay shall seek to prosecute any person who has assaulted/threatened a City employee, or who has damaged, compromised, or interfered with City operations, equipment or property. Any employee involved with such acts shall be subject to investigation and possible discipline.

The policy statement is not intended to violate or to supersede any contrary provisions of any collective bargaining agreements, the terms of which control.

- A. **Prohibited Behavior/Acts.** The following list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:
- Injury or threat of damage to a person or City or personal property.
 - Physical or verbal abuse
 - Stalking, menacing by stalking, or telephone harassment
 - Callous or intentional disregard for the physical safety or well-being of others.
 - Sabotage or the threat of sabotage to City operations, equipment, or property
 - Possession or use of a firearm or any other object that could be perceived as a weapon.
 - Loud, angry, disruptive behavior, or any other conduct perceived as a threat of violence.
- B. **Offenses of Violence.** The City of Findlay recognizes the list of offenses in Ohio Revised Code [2901.01 \(A9\)](#) as offenses of violence.
- C. **Inchoate Acts.** An employee who attempts, solicits, or conspires to commit, any of the offenses referenced above, is considered to have committed the underlying offense for the purposes of disciplinary procedures under this policy statement, at the discretion of the Director of Public Safety.
- D. In the case of either a criminal investigation or an internal administrative one, the Findlay Police Department shall conduct the investigation.



- E. At the conclusion of the investigation, the Police Chief shall forward the investigator's report, along with a recommendation as to the disposition of the investigation, to the Director of Public Safety.
 - The Director of Public Safety shall determine whether criminal or administrative charges are appropriate through consultation with the Police Chief and/or Director of Law.
 - If administrative charges are appropriate, the applicable rules for the employee discipline shall be observed (Civil Service rules and/or applicable Collective Bargaining Agreement).
- F. Any employee who is convicted of any offense of violence toward another employee, including inchoate offenses, may be terminated from employment with the City of Findlay.

REPORTING PROCEDURES

- A. Report any threat or any violent act toward any person to the Findlay Police Department. If warranted, dial 911.
- B. If the violence is occurring, insure that you, fellow employees and/or citizens are some place safe before calling 911.
- C. Be prepared to give information to the 911 operator. Specifically, your location, the telephone number you are calling from, and what the emergency is.
- D. If Supervisor is not at your location, contact should be made as soon as it is safe to do so.

ACTIVE SHOOTER EMERGENCY

- A. An active shooter emergency involves one or more persons, using a firearm, engaging in a random or systematic shooting spree. Persons may or may not receive advance warning of an active shooter. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react.
- B. Lockdown is a procedure developed to reduce the number of casualties that could occur if there is a shooter inside or outside a facility. While physical threats are normally attributed to an armed intruder or hostage taker, this, however, does not have to be the case. Physical threats may come in the form of any individual or group of individuals, with or without any type of weapon, having the intent to cause injury.
 1. Lock the door.
 2. Cover any windows in the door if possible
 3. Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
 4. Barricade the door with anything available (desks, chairs, etc.)
 5. Look for alternate escape routes (windows, other doors)
 6. Call 911 if someone is injured or if you have specific information
 7. Move out of the doorway in case gunfire comes through it

-
8. Silence or place cell phones on vibrate
 9. Once secured, do not open the door for anyone. Police will advise when the situation is over.
 10. Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
 11. Put yourself in position to surprise the active shooter should they enter the room.
- C. If the shooter attempts or is able to get into the area that you have barricaded yourself and maybe other employees and/or citizens, you will need to counter the response of the shooter. The following is not a comprehensive list nor an endorsement by the City of Findlay that these actions will save your life if an armed attacker is in the same area as you. If these actions are taken, they can increase your survivability during an armed attack.
1. Remember, anything can be a weapon
 2. Throws things at the shooters' heads to disrupt their aim
 3. Create as much noise as possible
 4. Attack in a group (swarm)
 5. Grab the shooters' limbs and heads and take them to the ground and hold them there
 6. Fight dirty-bite, kick, scratch, gouge eyes, etc.
 7. Run around the room and create chaos
 8. If you have control of the shooters call 911 and tell the police where you are and listen to their commands when officers arrive on scene.
 9. DO NOT pick the weapon up. Place a trash can or some other object over the weapon to cover it.
- D. In an Active Shooter situation, evacuation may be your best response. Evacuation is simply removing yourself from the area of danger as quickly as possible. Before evacuation, the employees need to decide if they are safer staying locked down or evacuating. Location of the shooter in respect to the employees should be taken into consideration. If the location is unknown and the employees are barricaded in, staying barricaded may be the best response. There is no concise direction that can be given. It will be situational. Things to consider upon evacuating:
1. Decide if you can safely evacuate
 2. Run in a zigzag pattern as fast as you can
 3. Do not stop running until you are far away from the area
 4. If above ground floor, consider if the fall from a window will kill you
 5. Break out windows and attempt to quickly clear glass from the frame
 6. Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall
 7. Hang by your hands from the window ledge to shorten your drop
 8. Attempt to drop into shrubs, mulch or grass to lessen the chance of injury
 9. Do not attempt to drive from the area
 10. Employees should report to their site-specific rally points upon evacuation.

E. Other considerations that employees should take are:

1. Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
2. Responding Police are there to stop the Active Shooter as soon as possible. They will bypass injured people and will not help you escape. Only after the shooter is stopped will they begin to provide other assistance.
3. Once again, if you come into possession of weapon, do NOT carry or brandish it! Police may think you are the Active Shooter. If possible, put it in a trash can and carry it with you. If you come across Police, calmly tell them what you are carrying and why. Follow their commands.
4. Be prepared to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until can safely move an injured person. The actions you take immediately to treat the injured may save their lives.
5. If you are in lockdown for a long period of time; you must give consideration to issues such as bathroom use, keeping people calm, etc.
6. Discuss beforehand with people in your work area where your rally point is should you have to evacuate. The rally point needs to be a place easily accessed and far away from the scene.
7. Talk to your co-workers beforehand to know if they have any special skills. You may have current or ex-military personnel, medically trained persons that can provide assistance in this type of incident.
8. Consider using environmental design in your work area to further enhance barricading and making it difficult for the shooter to gain an advantage.

Finally, every work area **must** have an emergency action plan. This plan will be specific to the area of operation. The plan will be created in collaboration with the Safety Committee and the Police Department and must contain specific instructions regarding response to and reporting of workplace violence. The plan will be reviewed annually and each employee will be informed of the plan.

Director of Law Review: 

Human Resources Director: 

Mayor: 